

Payment Reminder for Office Space Lease

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Subject: Payment Reminder for Office Space Lease

Dear [Tenant's Name],

We hope this message finds you well. This is a friendly reminder that your lease payment for the office space located at [Office Address] is due on [Due Date].

The amount due is [Insert Amount]. Please ensure that your payment is made by the due date to avoid any late fees or penalties.

If you have already sent your payment, please disregard this notice. If you have any questions or concerns regarding your lease payment, feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]